

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION WtW
	CORRESPONDENCE SYMBOL OAS
	DATE April 5, 2001

DIRECTIVE : FIELD MEMORANDUM NO. 38-98, CHANGE 2

TO : ALL REGIONAL ADMINISTRATORS

George J. Simmons

FROM : for
LENITA JACOBS-SIMMONS
Deputy Assistant Secretary

SUBJECT : Revised Welfare-to-Work Financial and Participant Reporting

1. Purpose. To transmit a revised Welfare-to-Work (WtW) financial and participant reporting format and corresponding revised instructions for WtW competitive grantees.

2. Authorities and References.

- < Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L.104-193)
- < Balanced Budget Act of 1997 (Pub. L. 105-33) amending Title IV-A of the Social Security Act
- < WtW and Child Support Amendments of 1999 (1999 Amendments) (introduced as Title VIII of H.R. 3424 and enacted as part of the Consolidated Appropriations Act for FY 2000 (Pub. L. 106-113))
- < WtW Regulations, 20 CFR Part 645, Final/Interim Final Rule published at 66 Federal Register 2690 (January 11, 2001), effective date April 13, 2001
- < Notice of Office of Management and Budget (OMB) Action (OMB No. 1205-0385), dated April 2, 1998, approving Form Nos. ETA-9068 and ETA-9068-1, in accordance with the Paperwork Reduction Act of 1995
- < Notice of OMB Action (OMB No. 1205-0385), dated February 11, 1999, approving a revision to OMB Approval Action No. 1205-0385, dated April 2, 1998

RESCISSIONS	EXPIRATION DATE March 31, 2004
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< Notice of OMB Action (OMB No. 1205-0385), dated March 2, 2001, approving a revision to OMB Approval Action No. 1205-0385, dated February 11, 1999

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- < Training and Employment Guidance Letter (TEGL) No. 11-97, dated June 24, 1998
- < TEGL No. 11-97, Change 1, dated February 22, 1999
- < Field Memorandum (FM) No. 38-98, dated June 24, 1998
- < FM No. 38-98, Change 1, dated February 22, 1999
- < Federal Register (Volume 63, Number 225), dated November 23, 1998
- < WtW Administrative and Fiscal Questions and Answers related to reporting; see all questions and answers at <http://wtw.doleta.gov/q&a/administrative.asp>
- < WtW Eligibility Questions and Answers, Question and Answer #E27; see <http://wtw.doleta.gov/q&a/eligibility.asp>

3. Background. The 1999 Amendments made several changes to WtW Program, including the elimination of the participant and financial reporting requirements as originally enacted. The 1999 Amendments authorized the Secretary of Labor, in consultation with the Secretary of Health and Human Services as well as States, organizations representing States, and localities, to establish requirements for the collection and maintenance of financial and participant information and the reporting of such information. The reporting format and instructions transmitted in FM No. 38-98, Change 1, have thus been revised to conform with the financial and participant changes authorized under the 1999 Amendments.

4. Specific Revisions. The following changes have been made to the WtW Competitive Grant Cumulative Quarterly Financial and Participant Status Report.

- < The “Federal Expenditures by Activity” section has been deleted, and has been replaced by line 5, “Federal Program Expenditures.”
 - < New line items have been created to capture data on the new eligibility categories created by the 1999 Amendments. These line items are:
 - < 10(a): general eligibles/noncustodial parents
 - < 10(a)(1): long-Term Temporary Assistance for Needy Families (TANF) recipients and TANF exhaustees
 - < 10(a)(2): noncustodial parents
 - < 10(b): other eligibles
 - < 10(b)(1): TANF recipients with characteristics of long-term welfare dependence or barriers to self-sufficiency
 - < 10(b)(2): former foster care participants
 - < 10(b)(3): custodial parents with incomes below 100% of poverty
- Please note:* Entries for items 10(a) and 10(b) should represent the cumulative aggregate number of all participants served in the general eligibility/noncustodial parents and other eligibles eligibility categories, respectively, since the inception of the grant. Therefore, item 10 should be the sum of items 10(a) and 10(b). Entries for items

10(a)(1) and 10(a)(2), and entries for items 10(b)(1) through 10(b)(3), should represent the cumulative aggregate number of all participants

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enrolled in the eligibility subcategories under the general eligibility/noncustodial parents and other eligibles eligibility categories, respectively, since the effective date of the 1999 Amendments (January 1, 2000). We are applying these new reporting elements retroactive to the effective date of the 1999 Amendments, not retroactive to the inception of the grant. Please review the reporting instructions for additional information.

- < New line items have been created to capture basic participant demographic information. These line items are: 17 and subparts (gender), 18 and subparts (age), 19 and subparts (race and ethnicity), and 20 (participant-volunteered disability). *Please note:* Entries for Items 17 through 20 should represent the cumulative aggregate number of all participants enrolled in these categories since the effective date of the 1999 Amendments (January 1, 2000). We are applying these new reporting elements retroactive to the effective date of the 1999 Amendments, not retroactive to the inception of the grant. Please review the reporting instructions for additional information.
- < The revised reporting instructions clarify that the earnings gained and retention line items are cumulative. *Grantees who have not been reporting cumulatively on these line items in the past must cumulate all previously-submitted data and must enter cumulative data for these line items on the report for the quarter ending June 30, 2001.*
- < The revised reporting instructions clarify reporting on the placement line items (lines 12, 13, 14, and their subparts), and clarify the use of alternate data sources for reporting on the retention and earnings gained items (lines 15, 16(a) and 16(b)).

5. Action Required. Regional Offices should:

A. Immediately provide all competitive grantees for which Grant Officer Technical Representative (GOTR) responsibilities reside in the Region with the revised reporting format and instructions;

B. Advise the grantee to report on the revised format beginning with the quarter ending June 30, 2001 (April 1, 2001 - June 30, 2001) and that the first report on the revised format is due no later than August 15, 2001; and

C. Remind the grantee that the designated official within the organization, who is responsible for timely submission of the data, should review the data for accuracy and completeness prior to entering the Password and Personal Identification Number (PIN).

6. Inquiries. Questions of a technical nature, related to the electronic entry of WtW data, should be directed to Shakil Khandoker by e-mail at skhandoker@doleta.gov, or by telephone on (202) 693-3436. Questions related to financial and/or administrative data reporting should be directed to the Regional Office, or to Isabel Danley (202) 693-3047; idanley@doleta.gov

or Thomas Martin (202) 693-2989; tcmartin@doleta.gov. Questions related to participant data reporting should be directed to the Regional Office, or to Gretchen Sullivan (202) 693-3386; gasullivan@doleta.gov.

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7. Attachments.

- A. Revised WtW Competitive Grant Cumulative Quarterly Financial and Participant Status Report (Employment and Training Administration-9068)
- B. Revised Instructions for Reporting WtW Competitive Grants Financial and Participant Data

RESCISSIONS None	EXPIRATION DATE Continuing
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